



FOOD PURCHASING ASST Classification Specification

ESSENTIAL DUTIES:

- Prepare purchase orders for foods and services
- Maintain and review records of items purchased, costs, delivery, product performance and inventories.
- Leads work of Food Service Workers in rotating stock, keeping storage areas organized, and determining supply needs
- Individual positions may be responsible for some or all of the listed duties and/or other related duties

KNOWLEDGE OF:

- Policies, procedures, and programs of the immediate work unit.
- Principles and practices of administration and management.
- Agency or program rules, regulations, and operating procedures.
- Food safety and sanitation methods
- Clerical procedures and systems for managing files and records
- Purchasing practices and procedures as directed by Department of Health Services

SKILLED IN:

- Microsoft Office
- Organizational and planning skills
- MealTracker or compatible software

ABILITY TO:

- Compile, calculate, audit, verify data, and provide reports
- Communicate information and ideas effectively so that others will understand
- Lift, push, and pull 50 pounds and stand for long periods of time

SPECIAL CONDITIONS/REQUIREMENTS:

- Must be able to pass FBI and State background check.
- Defensive Driver Training Program to be completed by all agency personnel that drive on State business
- Valid Food Handler's permit or other appropriate certification required by State
- Must pass Beginning Sign Language course
- Must pass post offer physical examination

Class Title: Food Purchasing Assistant **Occupational Group:** Operations

Job Code: GSD51005

EEO Code: 8

Class Code: 300

Pay Grade: 6

FLSA: NE

Revision date: 1/2/08